

1310.10 Zoning Certificate.

A. It shall be unlawful to initiate grading activities, construction, conversions, whole or partial alterations or enlargements, of a use, building or structure, covered by the requirements of this Chapter until a zoning certificate has been issued by the Zoning Administrator stating that the proposed use of the building or land conforms to the requirements of this Chapter.

1. The person applying for a zoning certificate shall fill out and submit to the Zoning Administrator a zoning certificate request containing the following information:

- a. Certificate of survey for new development and /or description of the site (legal and address);
- b. Site Plan, drawn to scale, showing parcel and all building dimensions;
- c. Location and dimensions of the proposed buildings or alteration and their square footage measurements;
- d. Curb cuts, driveways, sidewalks, parking spaces, and off-street loading areas;
- e. Landscape and screening plans;
- f. Water, sanitary sewer and storm water plans;
- g. Existing and proposed uses;
- h. Number of families, housekeeping units, or rental units the building is designed to accommodate;
- i. Grading Plan , when grading activities meet requirements in 1310.16;
- j. Any such other matters as may be necessary to determine conformance with and provide for the enforcement of this Chapter.
- k. Any additional information reasonably lawfully may be required / requested by the City Council, Planning Commission or Zoning Administrator.

See Appendix A SITE DEVELOPMENT GUIDE for submittal information guidance.

2. One (1) copy of the zoning certificate application shall be submitted to the Olmsted County Building Code Division at the time of filing for a building permit. One (1) copy of the plans shall be returned to the applicant by the Zoning Administrator after he or she shall have marked such copy either as approved or disapproved and attested to same by his or her signature on such copy. The original of the certificate, similarly marked, shall be retained by the Zoning Administrator.

3. The Zoning Administrator shall maintain a record of all zoning certificates and attached information, and a copy shall be furnished upon request to any person. Failure to obtain a zoning certificate shall be a violation of this Chapter and punishable under Subsection 1310.04 of this Chapter.

B. Flood Plain Districts. Prior to granting a zoning certificate or processing an application for a conditional use permit or variance, the Zoning Administrator shall determine that the applicant has obtained all necessary state and federal permits for development in the flood plain.

C. Administrative Action. The Zoning Administrator shall act upon all applications for zoning certificates which he or she is authorized to act upon under the provisions of this Chapter within twenty (20) days after the certificate has been filed in full compliance with these regulations. The Zoning Administrator shall issue the permits within said twenty (20) days or shall notify the applicant in writing of the denial of application and reasons therefor. The Zoning Administrator shall have thirty (30) days to act on an application when the Planning and Zoning Commission is required to review and act on a site plan.

1310.11 Expiration of Zoning Certificate. If the work described in any zoning certificate has not begun within twelve (12) months from the date of issuance thereof, said permit shall expire; it shall be cancelled by the Zoning Administrator, and written notice thereof shall be given to the persons affected.

1310.12 Construction and Use To Be as Provided in Applications, Plans, Permits, and Zoning Certificates. Zoning certificates issued on the basis of plans and applications approved by Zoning Administrator authorize only the use, arrangement, and construction set forth in such approved plans and applications, and not other use, arrangement, or construction. Use, arrangement, or construction at variance with that authorized shall be deemed a violation of this Chapter and punishable as provided by Subsection 1310.07 hereof.